



TK20 Social Work Final Field Evaluation MSW Field Instructor Guide

WCU TK20 Office

Recitation Hall

610-436-2085

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<http://www.wcupa.edu/academics/coe/Tk20.aspx>

TK20 Helpdesk

800-311-5656

support@Tk20.com

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Tk20 has now united with Livetext and Taskstream under the new company name of Watermark.

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TK20 - BEST PRACTICES

- **Recommended Internet Browser:** We recommend that you use Mozilla Firefox, Google Chrome or Safari browsers while working in the TK20 environment. Please make sure that you are using one of the latest two versions for optimal performance within the tool. **Do not use Internet Explorer.**
- **DO NOT sign into TK20 in multiple tabs or windows.**
- **DO NOT use the browser back button.** Instead, navigate using the tabs and menus within TK20.
- Wait until a page fully loads before taking a subsequent action. *Look for the spinning circle.*

- Always log out of TK20 when you are done working in the system.
- When uploading a file, **do not** include special characters such as (*, ', ", &) in the name when you save the file for upload in Tk20.

WCU TK20 Office Hours: M – F (7:30am – 4:00pm) Recitation Hall, Room 203D 610-436-2085 TK20@wcupa.edu http://www.wcupa.edu/academics/coe/Tk20.aspx	TK20 Helpdesk Hours: (M – Th, 8am – 9pm, F 8am-7pm, Su. 5pm-10pm) Phone: 800-311-5656 Email: support@tk20.com http://helpdesk.Tk20.com/
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FINAL FIELD EVALUATION PROCESS

Tk20 will be utilized for the entire Field Evaluation process. Students, Field Instructors, and WCU Faculty Liaisons will all have access to different parts of the field evaluation and will need to complete different parts of the evaluation.

1. Students will first write and submit their **Student Vignettes** in Tk20. Once the vignettes are submitted, the student should alert their Field Instructor.
2. Field Instructors and Task Supervisors (if applicable) will receive an email from tk20@wcupa.edu which contains a link to the student's evaluation. After reviewing the student's vignettes, the Field Instructor will then complete the evaluation. Field Instructors will notify students once submitted. If applicable, Task Supervisors will complete a comments form.
3. The student will complete and submit a **Student Reflection** in Tk20 taking their Field Instructor's response into consideration. Students notify WCU faculty once complete.
4. WCU Faculty will then review the student vignettes, the Field Instructor's evaluation, and the student reflection. They will assess and grade the entire the evaluation in Tk20.

ACCESSING TK20 AND VIEWING THE STUDENT VIGNETTES

1. You will receive an email from tk20@wcupa.edu which contains a link to the student's evaluation. If you supervise multiple students, you will receive a separate email with a unique link for each student. If you are a Field Instructor, you will be completing an evaluation. If you are a Task Supervisor, you will be completing a comments form.
2. When the student's vignettes are complete, click on the link in the email. This will bring you to the student's field evaluation. The screen is split into two halves. On the left side, you will see a tab for the **Student Vignettes** and **Student Reflection**. On the right side, you will see a link to your evaluation.
 - a. You can left-click, hold and drag the middle line to make either half of the screen larger or smaller.

The screenshot displays a web interface for TK20 Student evaluations, split into two panes. The left pane shows the 'Student Work' section with tabs for 'TEST - SWGS96 Field Evaluation', 'Student Vignettes', and 'Student Reflection'. A red arrow points to the 'Student Vignettes' tab. Below the tabs, there is a table with columns for 'Tab Name', 'Due Date/Time', and 'Allow submission after due date'. The table lists 'Student Vignettes' and 'Student Reflection' with due dates of 11/30/2016 01:00 AM and green checkmarks in the 'Allow submission after due date' column. The right pane shows the 'Field Instructor or Task Supervisor Evaluation' section with tabs for 'Field Experience Forms', 'Due Date(s)', and 'Feedback'. A red arrow points to a 'Submit' button in the top right corner. A red callout box with a white background and a red border contains the text: 'Left-click, hold and drag to change size', pointing to the vertical line separating the two panes.

Tab Name	Due Date/Time	Allow submission after due date
Student Vignettes	11/30/2016 01:00 AM	✓
Student Reflection	11/30/2016 01:00 AM	✓

3. Click on the **“Student Vignettes”** tab on the left side of your screen to view the student’s submission. Then, click on the blue link to open the attachment.

Name	Status	Type	Standard	Reflection
SWG596 End of Semester Student Vignette: SWG596 End of Semester Evaluation_Student 4	Submitted on 11/17/2016 09:02 AM	SWG596 End of Semester Student Vignette: SWG596 End of Semester Evaluation_Student		

4. If you wish to print the vignettes, click **“Print-Friendly View”** on the top-right. A new screen will open where you can print the vignettes using your browser’s printer function.

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TEST - SWG596 Field Evaluation — Student Vignettes
— SWG596 End of Semester Student Vignette: SWG596 End of Semester Evaluation_Student 4

Basic

BASIC INFORMATION

Title:*
SWG596 End of Semester Student Vignette: SWG596 End of Semester Evaluation_Student 4

FIELD INSTRUCTORS: COMPLETING THE END OF SEMESTER EVALUATION

1. After you have viewed the vignettes, you will need to open and complete your evaluation. Click on the blue link for the “**End of Semester Evaluation_Field Instructor**” on the top right side of the screen.

Student: TK20 Student [Print-Friendly Vie](#)

Field Experience Forms | Due Date(s) | Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
 SWG596 End of Semester Evaluation_Field Instructor: SWG596 End of Semester Evaluation_Field Supervisor		

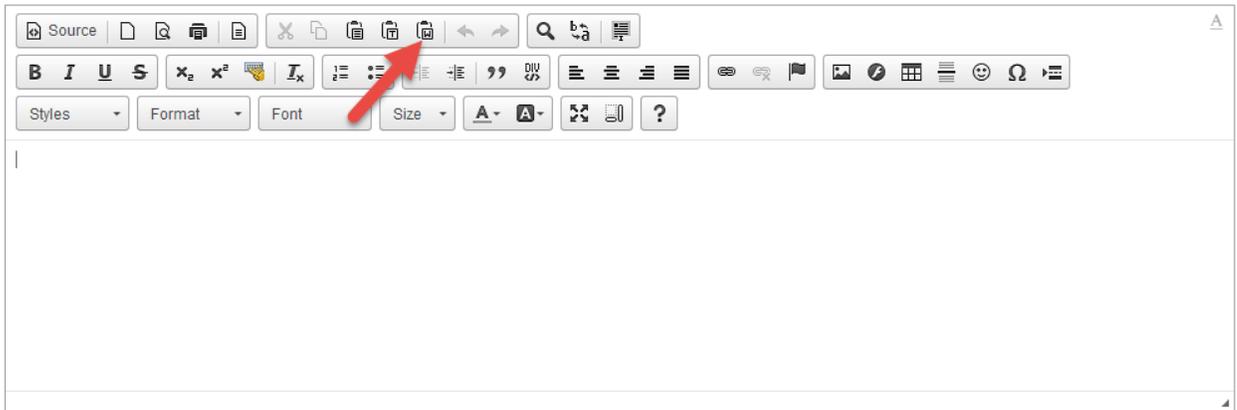


2. Fill out the required information at the top. For each **Core Competency (1-10)** you will need to fill in the rating as well as provide any narrative regarding your ratings. Please note that any fields marked with an asterisk (*) are mandatory. You can type directly into the response area *or* you have the option to create your responses in a separate MS Word document first, and then copy/paste them into the narrative box. In order to do this, you will need to use Tk20’s “**Copy and Paste from Word**” function.
 - a. Click on the A at the top right of the “**Core Competency**” response area.

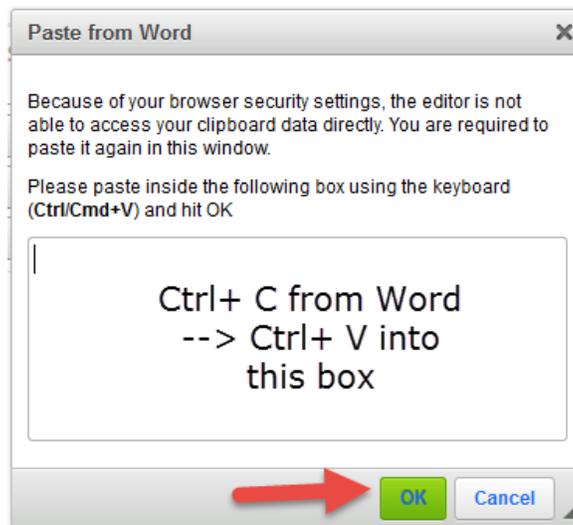
I. Field Instructor’s narrative evaluation of Student’s practice behavior in this competency area.



- b. This will show the rich text formatting toolbar. From here, you will want to click on the “clipboard” icon that has a “W.”



- c. This will open up a “Paste from Word” box where you can copy (Ctrl + C) from your MS Word document and paste (Ctrl + V) into the box. It is important that you use this “Paste From Word” box rather than pasting directly into the response area so that you maintain the same formatting in your MS Word document. After you paste your response, click “OK.” You will now see your response in the Core Competency response area.



- At the bottom, click on the drop-down to select your overall evaluation as well as provide any additional narrative comments regarding the student. You will note that there is an area to enter a grade. **Please do not include a grade on the form. Only WCU Faculty members are authorized to assign grades to students. Please ignore this section.**

END OF SEMESTER: OVERALL EVALUATION

Please select one of the following:

The student's practice behaviors have consistently met or exceeded expectations this semester in Field Practicum. S/he is prepared f

Please elaborate in narrative form on your overall evaluation, including plans to support student learning, if "not consistently met expectations" or "did not meet expectations" were selected in any of the summary rankings above.

PLEASE DO NOT INCLUDE A GRADE ON THIS FORM. ONLY WCU FACULTY MEMBERS ARE AUTHORIZED TO ASSIGN GRADES TO STUDENTS.

~~GRADE~~

~~Grade:~~

From here, you have two options:

- Complete:** Click this if you are ready to submit your portion of the evaluation. You will be brought back to the main field evaluation where you can fully submit the evaluation.
- Save:** Click this if you need to come back and finish the evaluation at a later time. You will remain on this screen. If you need to fully close out of the system, after you have clicked "Save," then click "Close" on the top right. **Always remember to click save first so that your changes are recorded.**

- If you are done, and have clicked "Complete," you will be brought back to the main field evaluation screen. At the top, click the green "Submit" button. **It is requested that you inform your student once you have completed your evaluation so that they can review the evaluation and write their reflection.**

[Print-Friendly View](#)

Student: TK20 Student

Field Experience Forms	Due Date(s)	Feedback
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TASK SUPERVISORS: COMPLETING YOUR COMMENTS FORM

1. After viewing the vignettes, you will need to open and complete your comments form. Click on the blue link for the **“Additional Comments”** form located on the top right of the screen.

The left screenshot shows the 'TEST-Spring 2017-SWG 597 Final Evaluation' page. It has tabs for 'Student Vignettes' and 'Student Reflection'. A red box labeled 'Student Work' points to the 'Student Vignettes' tab. Below the title, there are instructions for students and supervisors. The right screenshot shows the 'Field Experience Forms' table. A red box labeled 'Your comments' points to the 'SW-Field Evaluation, Additional Comments: Comments' form. Another red box labeled 'Field Instructor Evaluation' points to the 'SWG597-End of Semester Evaluation, Field Instructor: Field Evaluation' form.

2. Enter your name, date and any comments. Please note that field marked with an asterisk (*) are mandatory.

The screenshot shows the 'Field Evaluation Comments' form. It includes a 'Student Name' field with 'TK20 Student' entered. Below it is an 'Assessor Name*' field, which is empty. There is a 'Date completed*' field with a date picker set to 'MM / DD / YYYY'. At the bottom, there is a large text area for 'Comments'.

3. At the bottom, you will see that there is an area to enter a grade. **Please do not include a grade on the form. Only WCU Faculty members are authorized to assign grades to students. Please ignore this section.**

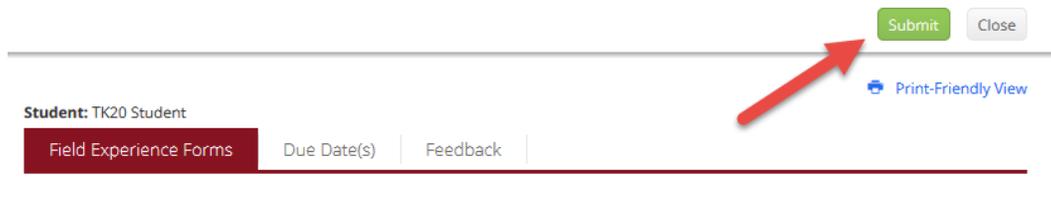
The screenshot shows the 'Grade' section of the form, which is crossed out with a large red X. The text reads: 'PLEASE DO NOT INCLUDE A GRADE ON THIS FORM. ONLY WCU FACULTY MEMBERS ARE AUTHORIZED TO ASSIGN GRADES TO STUDENTS.' Below this is a 'Grade:' label and an empty input field. At the bottom right, there is a 'Complete' button.

4. From here, you have two options:

- a. **Complete:** Click this if you are ready to submit your portion of the evaluation. You will be brought back to the main field evaluation where you can fully submit the evaluation.
- b. **Save:** Click this if you need to come back and finish the evaluation at a later time. You will remain on this screen. If you need to fully close out of the system, after you have clicked “**Save,**” then click “**Close**” on the top right. ***Always remember to click save first so that your changes are recorded.***

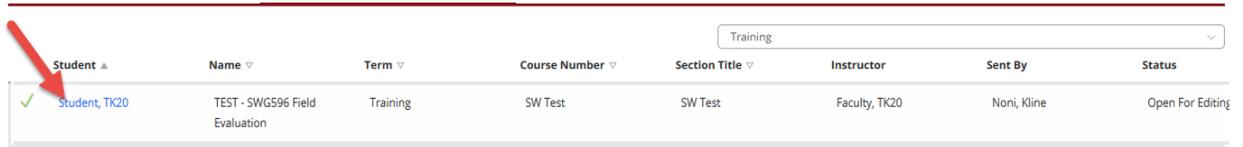


5. If you are done, and have clicked “**Complete,**” you will be brought back to the main field evaluation screen. At the top, click the green “**Submit**” button. **It is requested that you inform your student once you have completed your evaluation so that they can review the evaluation and write their reflection.**



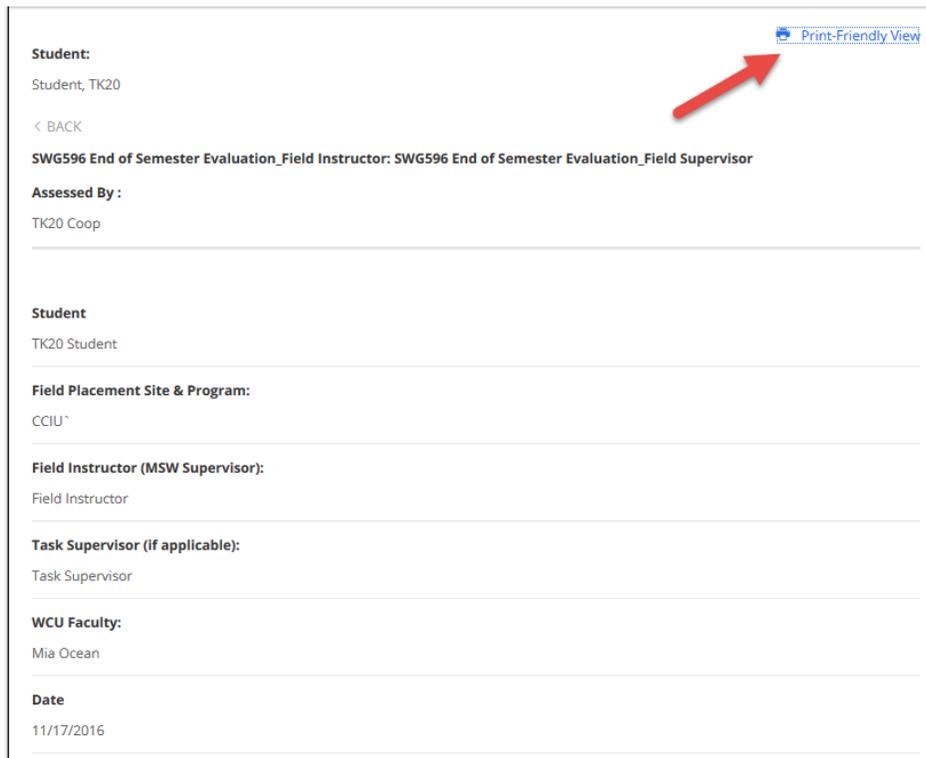
PRINTING YOUR EVALUATION OR COMMENTS

1. If you wish to print your responses, click on the name of the student that you assessed from the list.



Student ▲	Name ▼	Term ▼	Course Number ▼	Section Title ▼	Instructor	Sent By	Status
✓ Student, TK20	TEST - SWG596 Field Evaluation	Training	SW Test	SW Test	Faculty, TK20	Noni, Kline	Open For Editing

2. Click on the blue link for the **Field Evaluation** or **Additional Comments** form which you just completed.
3. Click **“Print-Friendly View”** at the top. A new tab will open. From here, you can print directly from your browser using your browser’s print function.



Student:
Student, TK20

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SWG596 End of Semester Evaluation_Field Instructor: SWG596 End of Semester Evaluation_Field Supervisor

Assessed By :
TK20 Coop

Student
TK20 Student

Field Placement Site & Program:
CCIU*

Field Instructor (MSW Supervisor):
Field Instructor

Task Supervisor (If applicable):
Task Supervisor

WCU Faculty:
Mia Ocean

Date
11/17/2016

[Print-Friendly View](#)

FREQUENTLY ASKED QUESTIONS

1. I have not received or cannot locate the link for Tk20.
 - a. First, check your spam mail. Links may sometimes be filtered to this location. If you still cannot locate the link or lost the original email, please contact the WCU Tk20 Office at tk20@wcupa.edu.
2. When do I have to fill out my portion of the evaluation?
 - a. After you receive the link, you will want to wait for your student to alert you and let you know that they have completed their vignettes. Once they have completed the vignettes, you can then fill out your portion of the evaluation.
3. I'm having trouble submitting my evaluation.
 - a. Check your browser. TK20 recommends that you access the system via Mozilla Firefox, Chrome or Safari browsers. Do not use Internet Explorer. Check to make sure that your browser is up to date.
 - b. DO NOT sign into TK20 in multiple tabs or windows.**
 - c. Check to make sure that your internet browser is set to "Accept" or "Allow" Third Party Cookies. This is usually done in the preferences or security settings of your internet browser.
 - d. DO NOT use the browser back button. Instead, navigate using the tabs and menus within TK20.